



# Message From the Under Secretary

June 2014

## **National Oceanic and Atmospheric Administration Policy Statement on Non-Discrimination and Equal Employment Opportunity (EEO)**

Each year, the National Oceanic and Atmospheric Administration (NOAA) leadership reaffirms its commitment to provide a workplace that is free of discrimination and fosters an environment that supports and encourages the contributions of all employees.

The success of our Agency requires the support and commitment of every employee. We accomplish our mission and goals by utilizing the talent, dedication, and skills of all employees. As such, NOAA will not tolerate discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, national origin, age (40 years of age and over), genetic information or disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints, serve as witnesses or otherwise oppose discrimination and harassment is strictly prohibited. NOAA's policy is to ensure that equal employment opportunity (EEO) covers all personnel/employment programs, management practices, and decisions.

The NOAA Civil Rights Office (CRO) is responsible for the vital mission of ensuring adherence to federal civil rights laws and regulations in all aspects of employment. Employees and applicants for employment who believe they have been discriminated against and wish to initiate an EEO complaint must contact CRO within 45 calendar days of the alleged discriminatory event. For information on the EEO complaint process call (800) 452-6728, (301) 713-0500 or visit [www.eeo.noaa.gov](http://www.eeo.noaa.gov).

All of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal. Therefore, you are reminded of your responsibilities as outlined in Department Administrative Order (DAO) 202-955, *Allegations of Harassment Prohibited by Federal Law*.

I strongly support Civil Rights, EEO and Alternative Dispute Resolution initiatives. The diversity of our workforce enriches the workplace and our community. Managers, supervisors and EEO Officials must work together to reflect our commitment to EEO and Diversity and to take steps to prevent and/or correct discriminatory practices and behaviors. All of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal.

We must continue to cultivate an inclusive environment in which every employee is respected and valued. I expect all managers, supervisors and employees to comply fully with all aspects of these policies and to conduct themselves in accordance with the principles of equal opportunity.

I appreciate your continued dedication to fulfilling the mission of our agency.

Kathryn D. Sullivan, Ph.D.  
Under Secretary of Commerce  
for Oceans and Atmosphere